



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSON INTERESTED
2	Job Classification	PUBLIC WORKS MAINTENANCE MANAGER
3	Posting Number	PN# 113224
4	Department	Department of Public Works & Engineering
5	Division	Public Utilities Division
6	Section	Water Production Branch
7	Reporting Location	611 Walker*
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts. Plans, organizes, directs and reviews various operations, facilities and personnel. Works cooperatively and coordinates activities with other divisions and departments. Cooperates with related outside agencies, committees and civic associations. Reviews and critiques methods and procedures regularly to maintain and improve efficient operations; evaluates individual and group performance; makes needed improvements. Maintains current knowledge of technological and legislative changes that affect activities and initiates actions made necessary by such changes. Gives personal attention to emergency or special problems; responds to complaints or inquiries from the public, City officials or outside agencies. Forecasts future program needs and identifies scope of budget and capital programs. Conducts periodic review of expenditures and makes program or budget adjustments as required.

10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

This is a Department of Public Works and Engineering Emergency Management essential Position at the Tier 1 Level.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Bachelor's Degree in Business Administration or related field or an equivalent in-depth specialized training program that is directly related to the type of work being performed. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Seven years of experience closely related to the activities of Water Production Branch are required.

13 **MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and complies with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES** None

15 **SELECTION/SKILLS TESTS REQUIRED**None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 29

\$2,356 - \$2,798 Biweekly \$61,256 - \$72,748 Annually

18 **OPENING DATE** September 20, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **TDD (Telephone Device for the Deaf) telephone number is 713 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer